

Plans Review Transmittal Letter

Stanford University Maps and Records
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PH: 650.725.8472 Fax: 650.723.7905
http://maps.stanford.edu/plans_review



Date: _____

CONTACT INFORMATION

1. Your name/Ph #: _____
2. Your SU Dept. or Company: _____

Provide: Hardcopy and Electronic (PDF and DWG format) through "Box.com" or Delivered to Maps & Records on CD
Hardcopy **PDF** **CAD** (check all that apply)

PROJECT INFORMATION

3. Project Number: _____
4. Project Name: _____
(How it's shown on plans)
5. Project Phase Percent: _____ % **AND** Check one of the following:
 Schematic Design **Design Development** **Construction Drawings**
Additional phase information, if any (issued for permit, design-build, etc.):

6. Stanford Facility ID or nearest cross street: _____
7. Project Manager's Name: _____
8. Project Manager's Email: _____
9. **Due Date for Comments:** _____
(Please allow 2 weeks and 2 days for Review)
10. Groups to Review

Buildings and Grounds Maintenance:

- Electric Carpentry Grounds HVAC Locks Paint & Glass
 Plumbing Trash & Recycling Janitorial Elevator

Zones: Zone A Zone B Zone C Zone D

Sustainability and Energy Management: Civil Infrastructure High Volt

- Control Systems / Energy Central Energy Facility Water Systems
 Steam/Heating Hot Water Parking & Transportation

Others:

- Environmental Health and Safety Fire Marshal UA Campus Planning/Design
 Land Use and Environmental Planning Capital Planning/Space Management
 Communications & Networking Public Safety Athletics Hospital
 Residential & Dining Enterprises School of Medicine Stanford Real Estate
 Risk Management Property Management Diversity & Access